

Chapter 6

Outpatient Treatment Records

Section I

General

6-1. For whom prepared

An OTR (including the dental record) will be prepared for each patient treated as an outpatient at a U.S. Army MTF and DTF for whom an HREC is not prepared. CEMRs will be maintained according to Federal Personnel Manual (FPM) Supplement 293-31 (Basic Personnel Records and Files System). (See chap 6.1) If a beneficiary has received medical care under two different SSNs as a result of remarriage to another military sponsor, record forms filed under the former SSN should be brought forward to the number currently in DEERS. For future inquiries, the previous folder should remain in its original place in the file, cross-referenced with the new number, and retired in accordance with AR 25-400-2 at the normal retirement date.

6-2. Outpatient treatment record forms and documents

a. DA Form 8005-series folders will replace DA Form 3444-series folders only when the latter have deteriorated or when beneficiaries are entering the system for the first time. On these folders, the "Outpatient Treatment" box will be checked if the folder will be used as a medical record, and the "Dental (Nonmilitary)" box will be checked if the folder will be used as a dental record. (For the preparation and filing of the DA Form 3444-series and DA Form 8005-series folders, see chap 4.)

b. The forms used in medical OTRs are listed in figures 6-1 and 6-2. These forms will be filed from top to bottom in the order that they are listed in the figures. Retrieved files will be converted to this order. Do not attempt to convert an existing file until it is retrieved and used. Forms will be grouped and filed in reverse chronological order by visit (that is, the latest visit on top). (For authorization of forms and overprinting, see chap 3, sec I.) The forms listed in figures 6-1 and 6-2 are available through normal publications supply channels.

c. The forms and documents used in the dental OTR are listed in figure 6-3. These forms will be filed from top to bottom in the order that they are listed in the figure. The forms listed in figure 6-3 are available through normal publications supply channels. Copies of the same form will be grouped and filed in reverse chronological order.

d. Because of the importance of plotting the height, weight, and head circumference of pediatric patients, usually through 2 years of age and periodically thereafter, and because no DA form, DD form, or SF records this information, civilian pediatric growth charts and developmental screening tests may be used and are

authorized for filing in the OTR and the ITR. Figures 6-1 and 8-1 indicate the location of these forms in the medical record. The source of supply is the responsibility of each MTF.

e. DA Form 5694 will be used to ensure adequate medical documentation of children enrolled in the Army Exceptional Family Member Program. A screening and developmental assessment on DA Form 5694 will be completed and filed on the left side of the OTR immediately below DA Form 5568-R (Chronological Record of Well-Baby Care).

f. DA Form 5568-R will be used to document well-baby visits. (DA Form 5568-R will be locally reproduced on 8 1/2- by 11-inch paper. A copy for reproduction purposes is located at the back of this regulation.)

g. DA Form 5862-R and DA Form 5291-R will be filed immediately below DA Form 5571 on the left side of the folder. DA Forms 5291-R and 5862-R will be destroyed and replaced by DA Form 5288 when it is received.

h. DA Form 5303-R will be used to document voluntary participation in a clinical investigation or research protocol. DA Form 5303-R will be prepared by the clinical investigator or researcher, who is responsible for providing a copy to the records custodian. Use of DA Form 5303-R is a provision of AR 40-38. A copy is provided only as a source of information for the clinician treating a patient. The original form will be retained by the clinical investigator or researcher. DA Form 5303-R will only be sent to a records custodian if the patient agrees to it. This responsibility is left to the clinical investigator or researcher. This form is authorized for filing in the HREC.

i. Advance directives (durable power of attorney for health care, living wills) will be recorded per paragraph 8-2c(2).